

## Extension of Course Accreditation Policy and Procedure

Effective: 10 April 2024

Version: 1.0

### Purpose

This policy is to outline the requirements for extension of accreditation period by the Training Accreditation Council (TAC or the Council). The policy reflects the Council's commitment to the *Standards for VET Regulators 2015*, the *Australian Qualifications Framework (AQF)* and the *Vocational Education and Training Act (VET) Act 1996*.

### Scope

The Council, under the *Vocational Education and Training (VET) Act 1996*, is responsible for making decisions regarding the accreditation of VET courses in accordance with the *Standards for VET Regulators 2015*. The TAC Secretariat implements and manages the Course Accreditation Policy and Procedures on behalf of the Council and is responsible for ensuring that course accreditation applications are managed efficiently and in accordance with national standards.

This document sets out the policy and procedure undertaken by the TAC Secretariat in respect of applications for extension of course accreditation.

### Definitions

Term	Definition
Accreditation	The formal recognition of a course by a VET Regulator in accordance with the national standards for accredited courses.  Accreditation means a course is nationally recognised and that an RTO can issue a nationally recognised qualification or statement of attainment following full or partial completion of the course.
Accredited course	A structured sequence of vocational education and training that has been accredited by a VET Regulator and leads to an AQF qualification or statement of attainment.
AQTF 2021 Standards for Accredited Courses	The national course design standards that must be met for accreditation by TAC.
Course owner	The person or legal entity who owns the copyright to the accredited course. The obligations of a course owner are specified in the <i>AQTF 2021 Standards for Accredited Courses</i> .
Extension of accreditation	Extension to the period of accreditation of a course, usually by application by the course owner. When an extension of accreditation is granted, the course owner is informed of the period of extension and the amended course expiry date.
Registered Training	A training organisation registered by a VET regulator for a defined

Organisation	scope and period of registration.
<i>Standards for VET Regulators 2015</i>	The national standards for VET Regulators that ensure: <ul style="list-style-type: none"> <li>• a risk-based approach to regulation of RTOs and accredited courses;</li> <li>• consistency of implementation and interpretation of standards; and</li> <li>• accountability and transparency in undertaking regulatory functions.</li> </ul>
VET Regulator	The body with the responsibility for registration of training providers and accreditation of courses under VET legislation. In WA the Training Accreditation Council is this body.

## Policy

Courses are accredited for a specified period and have an expiry date, unless the course owner applies for, and is granted, course reaccreditation or extension of course accreditation. Only the course copyright owner is able to submit an application for extension of accreditation.

Extension of course accreditation may be granted in exceptional situations where it is not practicable to apply for course reaccreditation. Situations considered to be exceptional include:

- Transition from an accredited course to a training package qualification – where the accredited course is due to expire shortly and there has been a delay with training package endorsement or, for public training providers, the release of a purchasing guide
- Licensing/regulatory requirements – where the accredited course leads to a licensed/regulated outcome and the related legislation is under review and expected to be finalised soon after the course expiry date
- Other circumstances presented by the applicant and deemed to be exceptional by the Manager Regulation.

Extensions of course accreditation are granted for short periods, and usually not for more than 12 months. Applicants must clearly demonstrate the circumstances that warrant consideration and each application will be considered on its merit. Applications for extension will not be considered if course owners fail to plan ahead for the timely review and submission of a course for reaccreditation before the expiry date.

### Automatic Extension of Accreditation

If an application for reaccreditation of a course is submitted at least three months before the course expiry date, the accreditation of the course continues automatically until the application is decided. An application for extension to accreditation is not required in this situation.

## Submission of Applications

Applications must be submitted using the EXT1 Application for Extension of Course Accreditation form available on the TAC website ([www.tac.wa.gov.au](http://www.tac.wa.gov.au)). Completed forms must be submitted electronically via the TAC course accreditation email at [taccourseaccreditation@dtwd.wa.gov.au](mailto:taccourseaccreditation@dtwd.wa.gov.au).

The application must include a clear and detailed explanation of the reasons for the request; supporting information, if applicable; and the period of extension sought.

## Assessment of Applications

The key steps involved in processing applications for extension of accreditation are outlined below. Further details are described in the Extension of Course Accreditation Flowchart.

The TAC Secretariat will acknowledge receipt of the application for extension of accreditation within five working days. The Secretariat will conduct an internal review to ensure that all the necessary information needed to consider the application has been submitted.

If the application is incomplete, the TAC Secretariat will request further information from the course owner. The information must be provided within 15 working days. If this is not received by the due date, the application will be returned. Applications that do not meet the requirements will be returned to the applicant.

## Consideration of Applications

When all the necessary information required to consider the application is provided, the TAC Secretariat will submit the reviewed application to the next scheduled meeting of the Council for consideration.

The Council will determine whether to approve or reject the application and, if approved, the period of extension to be granted.

Once the Council approves an application for extension of course accreditation, the National Register ([training.gov.au](http://training.gov.au)) is amended to show the new course expiry date. The applicant is informed of the Council decision in writing.

If the Council rejects an application for extension of course accreditation, the applicant will be informed in writing of the reasons for the rejection.

Applications will be handled in accordance with the principles of procedural fairness. This means that the Council will act fairly, impartially and without bias in making decisions.

If a course owner is dissatisfied with a Council decision and believe the Council has erred in its application of, or failed to apply criteria or procedures as outlined in the Council's established policies and procedures they may choose to lodge an appeal.

Appeals must be lodged in writing to the State Training Board within 21 calendar days from the date you were notified of the decision.

More information on appealing a Council decision is available in the [Appealing a Council Decision Information Sheet](#).

## Related Policies, Legislation and Other Relevant Documents

*Australian Qualifications Framework (AQF)*

*AQTF 2021 Standards for Accredited Courses*

*AQTF Users' Guide to the Standards for Accredited Courses*

*Vocational Education and Training Act 1996*

TAC Procedures for:

- Course Accreditation/Reaccreditation
- Amendment to Course Accreditation

Application forms:

- Accreditation/Reaccreditation
- Amendment to Accredited Course
- Extension to Course Accreditation
- Notification of Transfer of Course Ownership

Flowcharts:

- Accreditation Application Process
- Accreditation Review Process
- Amendment to Accredited Course
- Extension of Accreditation

## Policy Review Date

The policy will be reviewed annually from the date of endorsement.

Where amendments following a review are significant and change the overall intent of the policy, the policy will be submitted to the Council for endorsement.

## Recordkeeping and Publication

The date of approval will be entered electronically and the document made final in Content Manager.

An electronic version of policy will be available on the TAC website.

## Contact Information

Manager Regulation

Telephone: (08) 9224 6510

Email: [tac@dtwd.wa.gov.au](mailto:tac@dtwd.wa.gov.au)